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DIARY

Assistant to DD/I (Admin.)

28 September through 16 October 1953

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

Personnel

1. Attended the meeting chaired by General Cabell at which the representatives of the major components were present to consider the problem of disposition of "surplus" personnel. The meeting was exploratory in nature and the only action taken was to request the Office of Personnel to develop a policy and procedure for the "forced assignment" of such personnel when suitable vacancies exist. In general, the procedure will provide that such individuals will be referred by Personnel for consideration against vacancies which it is believed they are qualified to fill through experience and training. If there is disagreement between the Office and Personnel, the case will be referred for review by a panel of 3 ^{representative} disinterested components. (Each of the 5 components will be requested to designate an individual to serve on the panel.) At the "hearing" the component opposing the assignment will have an opportunity to appear and state its case.

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2. Attended meeting of the Career Service Board, 15 October 1953. Significant action included: (1) referral of the proposed draft promotion policy back to Personnel for revision to place greater emphasis on "promotion policy" and less emphasis on time in grade requirements, the regulation to make clear that qualifying under the latter is not in itself a right to promotion; and (2) that it was not incompatible for an individual to receive dual honor awards for the same achievement such as a medal and a within grade salary increase; and (3) nomination of [redacted] to continue as a member of the CIA Honor Awards Board for the period ending 31 October 1954. Because of the number of items scheduled for consideration, the

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Chairman indicated that he planned to schedule meetings weekly hereafter. The major item to be taken on a piece-meal basis, will be the report of the Legislative Task Force.

3. Attended meeting of the DD/A Career Service Board on Thursday, 8 October 1953, at which there was further discussion of the degree of control which would be exercised by the Board over administrative personnel in the DD/I area who had selected the career designations of their own offices. This was subject to further discussion [redacted] at which the latter made clear that it was his intent to concern himself largely with assignments in the lower grade positions and that no action would be taken on DD/I personnel without appropriate consideration and concurrence from the Ass't. Director concerned and the DD/I. [redacted] 25X1A9A 25X1 25X1

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7. Met, together with [redacted] with representatives of the Personnel Office to discuss plans for the establishment of a "civilian reserve" which was being considered at the request of General Cabell. (This was in line with the desire that [redacted] has had that a plan be developed which would assure an adequate civilian reserve in the event of an emergency.) Policy questions under [redacted]

8. Met with the ad hoc committee which has been set up to consider the development of a regulation governing the employment of consultants. A preliminary draft is now being prepared by the Office of Personnel for further consideration by the committee prior to coordination with the operating offices. Plans include correcting short-comings of the present procedure such as the prohibition against office contact with the candidate until advance approval is secured from the DCI, as well as provision of policy governing rates of pay, utilization, etc.

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9. Met with [redacted] and discussed with him our difficulties in securing for him a suitable vacancy at the GS-12-13 level due to the present budgetary situation. Although I indicated our desire to make every effort to find an opportunity at the GS-11 level, he advised at the present time he did not believe, for personal reasons, that he would be interested except at the GS-12 level. He plans to continue in his present capacity at least until after the first of the year and it was agreed that if at a later date, he is interested at the GS-11 level, he would get in touch with me.

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10. Discussed with [redacted] their request that the Personnel Placement Officer be permitted to attend meetings of the office career service boards in the DD/I area. I advised that, although we had no objection to their attending periodically upon invitation of the offices when appropriate items were up for consideration, that in general our offices did not feel it appropriate for the placement officers to attend on a regular basis. The Boards consider many items outside the sphere of personnel, including matters that should be restricted to the office itself and, in turn, it is believed that the day-to-day liaison between the placement officer and the administrative officer would assure that the former is kept well informed.

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Budget

1. Mr. Amory and I attended a budget hearing on [redacted] conducted by DD/A at which it was agreed, except for minor changes, to submit the items for Budget Bureau consideration.

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